RECORDS CONTROL SCHEDULE

SECRET

OFFICE, DIVISION, BRANCH

Office of Communications, Records Management Staff

Management Staff, OC

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	
1.	**SUBJECT FILES** These files are maintained under a numeric system by subject and consist of correspondence reflecting the activities of the Records Management Staff, OC.		APPROVED: CIA Records Administrative ___er
	a. **OC-RMS Organization and Administration Files:** Consists of correspondence pertaining to the plans, programs, operation, and administration of the Staff. Historical Documents.		Permanent. Retain 5 years, then transfer to the Records Center.
	b. **Records Management:** These files contain material dealing with the OC Records Management Program; i.e., reference material, procedural guidance, records of archiving, vital documents, destruction management improvement, filing systems and equipment, forms management, machine processing, etc.		Temporary. Destroy 5 years after receipt in the Records Center.

GROUP 1
Excluded from automatic downgrading and

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
1.	SUBJECT FILES - con't		
	c. Records Control: These files contain internal procedures, requirements, instructions, and research material dealing with the operational activities of OC-RMS/RC.		Temporary. Destroy 5 years after receipt in the Records Center.
	d. OC Field Station Files: These files consist of correspondence reflecting OC-RMS support to the OC Field Stations.		Temporary. Destroy 5 years after receipt in the Records Center.
	e. Headquarters Correspondence Files: These files consist of correspondence reflecting OC-RMS liaison and activities with other OC, Agency, and U. S. Government components.		Temporary. Destroy 5 years after receipt in the Records Center.
2.	REPORTS		
	These files are maintained in a numeric, subjective system and consist of the following:		
	a. Monthly, special, statistical, recapitulation reports and documents pertaining to historical events of permanent significance to OC-RMS.		Permanent. Cut off at the end of each year, retain one additional year, then transfer to the Records Center.
	b. Weekly reports of OC-RMS activities.		Temporary. Retain one year, then destroy.